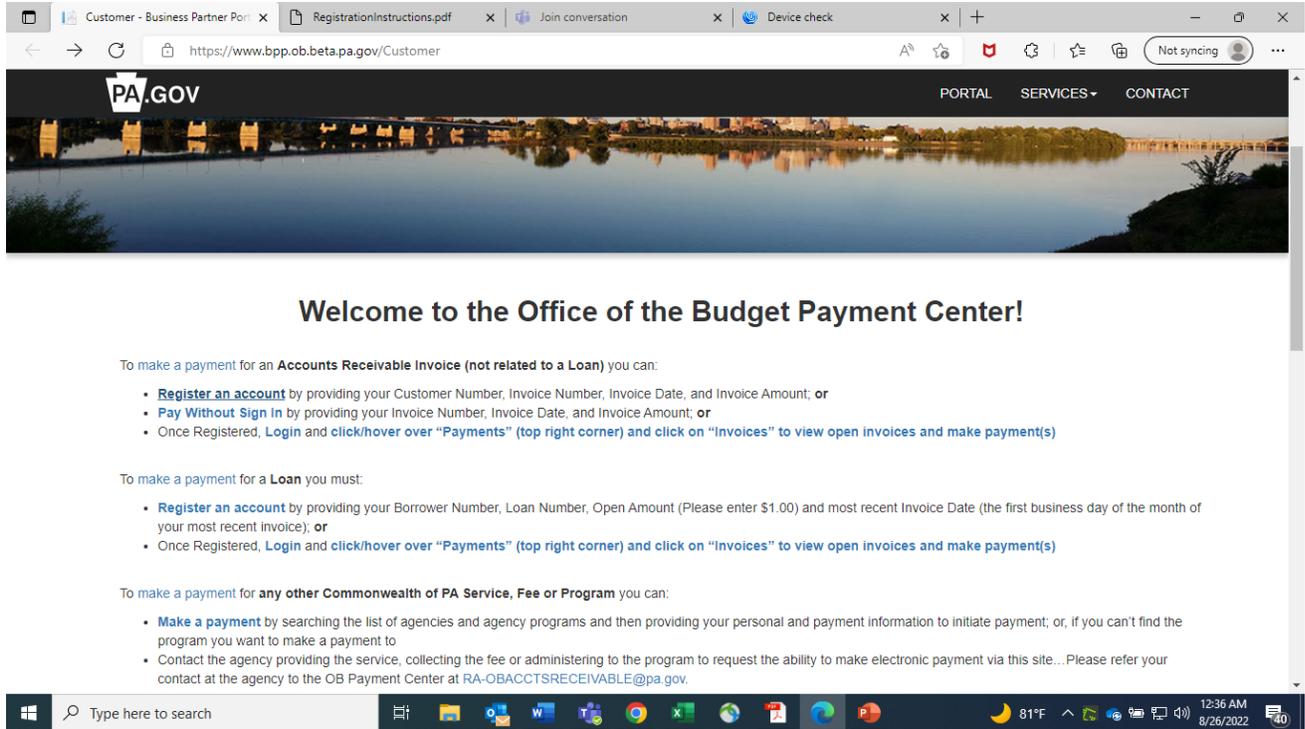


# How to Register an Account

1. To begin, go to [www.bpp.ob.pa.gov/Customer](https://www.bpp.ob.pa.gov/Customer) and select “Make a Payment” for either an Accounts Receivable Invoice not related to a Loan or “Make a Payment” for a Loan link.



2. Select New Registration

The screenshot shows the "Sign In" page of the snap pay website. The page has a white background with a blue header and footer. The main heading is "Sign In" in a large, bold, blue font. Below the heading are four input fields: "Select Language" (with a dropdown menu showing "English"), "Account Name Or Account ID" (with a red asterisk and the text "PA Office of Budget"), "User ID" (with a red asterisk), and "Password" (with a red asterisk). Below the input fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. Below the reCAPTCHA widget is a large blue "Sign In" button. Below the button are three links: "Forgot Password", "New Registration", and "Pay Without Sign In". A black arrow points to the "New Registration" link. At the bottom of the page is the "snap pay" logo and the copyright notice: "©2022 Fiserv, Inc. SnapPay All rights reserved. Privacy Notice".

# How to Register an Account

## New User Registration

User Information

Account Name * PA Office of Budget	Address Line 1 *
Email Address *	Address Line 2
Confirm Email *	Country * United States of America
Company Name *	State * ---Select---
First Name *	City *
Last Name *	Zip Code *
Customer/Borrower Number	Phone Number

Invoice Details

Invoice Number *	Invoice Date * 2/25/2022
Invoice Amount *	

3. Complete the User Information
4. Select the I'm not a robot box and follow the reCAPTCHA instructions
5. Select the Register button

I'm not a robot



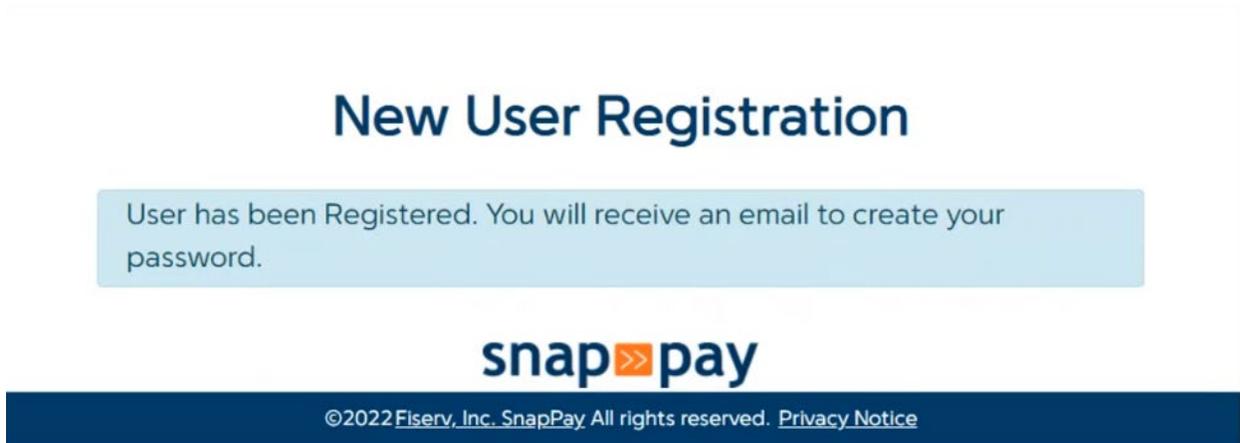
Register

If you are already registered [Sign In](#) here.

snap >> pay

# How to Register an Account

You will receive this message:



The email from [donotreply@snappayglobal.com](mailto:donotreply@snappayglobal.com) with the Subject Line: Welcome to SnapPay will contain:

- An Account ID
- Account Name
- User ID

Within 24 hours, use the link to create your password.

Use information from the email to Sign In to [SnapPay](#):

The screenshot shows the SnapPay Sign In page. At the top, it says "Sign In". Below this are several input fields: "Select Language" (a dropdown menu currently showing "English"), "Account Name Or Account ID" (with a red asterisk and the text "PA Office of Budget"), "User ID" (with a red asterisk and the text "User ID"), and "Password" (with a red asterisk and the text "Password"). Below the input fields is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the form is a dark blue button labeled "Sign In". Below the button are three links: "Forgot Password", "New Registration", and "Pay Without Sign In". At the very bottom is the SnapPay logo and the footer text: "©2022 Fiserv, Inc. SnapPay All rights reserved. Privacy Notice".